



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

February 4, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – U.S. Air Force Scientific Advisory Board

The Office of the Secretary of the Air Force is requesting that the charter for the U.S. Air Force Scientific Advisory Board be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Department of the Air Force's request, and has determined that renewing the charter for this discretionary federal advisory committee is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Board, thorough its membership, continues to provide the Department of Defense the independent advice necessary to the mission of the U.S. Air Force.

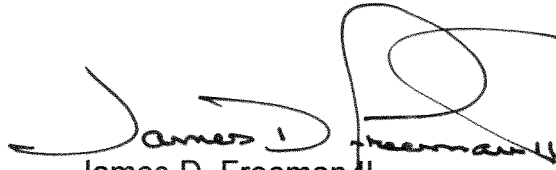
The Board's membership is determined by the Department of Defense, and individuals appointed by the Secretary of Defense, who are not full-time employees serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Unless otherwise directed by the Secretary of the Air Force, Board members serve without compensation. All Board members are provided travel and per diem for official travel.

The committee is authorized to establish subcommittees, and the committee, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management

Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "James D. Freeman II". The signature is stylized with a large, looping "J" and "F".

James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

2 Attachments
As stated

TAB 1



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

DEC 19 2007

OFFICE OF THE SECRETARY

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE

FROM: SAF/AA
1720 Air Force Pentagon
Washington DC 20330-1720

SUBJECT: Charter Renewal for the United States Air Force Scientific Advisory Board

The United States Air Force Scientific Advisory Board (SAB) provides a vital link between the AF and the nation's civilian science and technology community, helping to keep senior leadership apprised of relevant technology advances. The SAB offers independent technical advice on topics deemed critical and recommends application of technologies to improve AF capabilities. The SAB also provides independent review of the quality and relevance of AF Science and Technology programs. IAW DODI 5105.04, *Department of Defense Federal Advisory Committee Management Program*, August 6, 2007 justification for recommending renewal and the proposed Charter are provided for your consideration. Recommend renewal of the SAB's Charter for the term March 3, 2008 – March 2, 2010.

Please contact Ms. Penny Sayle, at 703-614-1929, or penny.sayle@us.af.mil if you have any questions or require additional information.

WILLIAM A. DAVIDSON
Administrative Assistant

Attachments:

1. Proposed SAB Charter 2008 – 2010
2. SAB Charter Renewel Justification

Charter
U.S. Air Force Scientific Advisory Board

A. Official Designation: The Committee shall be known as the U.S. Air Force Scientific Advisory Board (hereafter referred to as the Board).

B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Secretary of the Air Force and the Assistant Secretary of the Air Force (Acquisition), independent advice and recommendations on science and technology for continued air and space dominance. The Secretary of the Air Force or designated representative may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be composed of not more than sixty members who are distinguished members of the science and technology communities, industry, and academia. Board members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. The Secretary of the Air Force shall select the Board's Chairperson. In addition, the Secretary of the Air Force shall be authorized to appoint, as required, non-voting consultants to provide technical expertise to the board. These consultants, who shall serve as Special Government Employees, shall be appointed on an intermittent basis to work specific Board-related efforts.

Board members and consultants shall, with the exception of travel and per diem for official travel, normally serve without compensation. The Secretary of the Air Force, at his discretion, may authorize compensation to board members and consultants in accordance with existing statutes, Executive Orders and regulations.

D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer (DFO), in consultation with the Chairperson, and the estimated number of board meetings is four per year. The DFO and alternate DFOs (as needed) are appointed by the Secretary of the Air Force, and one of them must attend all Board and Subcommittee meetings. The Board shall be authorized to establish subcommittees, as necessary, to fulfill its mission, and these subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended.

E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years. The Board shall terminate upon completion of its mission or two years from the date this Charter is filed whichever is sooner or unless it is extended by the Secretary of Defense.

F. Agency Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.

G. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$2.95 million. The estimated annual personnel costs to the Department of Defense are 13 full-time equivalents (FTEs).

H. Charter Filed:

Charter Renewal Questions U.S. Air Force Scientific Advisory Board

1. Why is the AF SAB essential for AF business and the public interest?

The Scientific Advisory Board is a link between the Air Force and the nation's civilian science and technology community. The SAB insures that AF leadership remains aware of AF relevant technology advances occurring in the civilian sector. To do this, the SAB fulfills several critical functions for the Air Force: 1) provides independent technical advice to Air Force (AF) leadership, 2) studies topics deemed critical by the Secretary and Chief of Staff of the Air Force, 3) recommends applications of technology to improve AF capabilities, and 4) provides an independent review of the quality and relevance of AF Science and Technology programs

2. Why can't the AF SAB's functions be performed by AF organizations, another existing committee/board, or other means such as a public hearing?

The SAB is a federal advisory committee reporting directly to the Chief of Staff of the Air Force and Secretary of the Air Force. Because SAB personnel come from outside the DoD, they provide technically relevant, independent, and unbiased assessments on key topics of interest to AF leadership. No other organization in the AF can provide this unbiased guidance in the same timely and succinct fashion. The board draws on the nations leading scientists in Air Force unique technical disciplines. No other committee or board offers the proper mix of personnel. Lastly, the sensitive nature of military technology issues requires the board to operate with sensitive and classified information that would be inappropriate for public hearings or other civilian forums.

3. How does the AF SAB plan to attain a fairly balanced membership?

The SAB selects board membership by balancing areas of technical expertise, systems experience, corporate/academic affiliation, previous government experience, and other demographics. A major personnel challenge for the SAB is covering the numerous technology areas required by the Air Force to maintain technological superiority. The technical interests of the 52 members are tracked in 26 categories to ensure coverage of Air Force relevant technology areas.

4. How is the AF SAB accomplishing its mission?

The SAB accomplishes its mission through study panels, advisory groups, and review panels. The Air Force Scientific Advisory Board (SAB) studies are undertaken on topics approved by the Secretary and Chief of Staff of the Air Force. Thus, these are topics the Air Force Senior Leadership sees as essential to carry out the Air Force Mission in the years ahead. SAB recommendations cover both operational concepts and technologies to support the warfighter - both essential elements of the ongoing USAF transformation. The SAB supports the maintenance of superior science and technology

in the Air Force Research Laboratory (AFRL) through quality reviews which assess the quality and relevance of the Air Force mission of research supported by AFRL.

5. What are the SAB accomplishments since last Charter renewal?

Since March 2006, the SAB has completed 9 full (summer) studies, 3 quick-look studies, and reviewed all 10 AFRL technical directorates at the explicit request of the Air Force Secretary and Chief of Staff. All findings and recommendations from these activities have been documented and presented to the Air Force Secretary as well as numerous other members of senior Air Force leadership.

6. What would the impact be of discontinuation of the SAB to the Air Force?

The AF SAB is a unique advisory capability. Discontinuation of the AF SAB would eliminate AF leadership's access to independent technology assessments from the nations leading civilian scientists speaking as a single, coordinated voice. In addition, without the AF SAB, the nations leading scientists would not have the venue to quickly and directly apprise AF leadership of new technical advances related to air, space and cyber power.

TAB 2

Charter
U.S. Air Force Scientific Advisory Board

- A. Official Designation: The Committee shall be known as the U.S. Air Force Scientific Advisory Board (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Secretary of the Air Force and the Assistant Secretary of the Air Force (Acquisition), independent advice and recommendations on science and technology for continued air and space dominance. The Secretary of the Air Force or designated representative may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than sixty members who are distinguished members of the science and technology communities, industry, and academia. Board members appointed by the Secretary of Defense, who are not full-time federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

The Secretary of the Air Force shall select the Board's Chairperson. In addition, the Secretary of the Air Force shall be authorized to appoint, as required, non-voting consultants to provide technical expertise to the Board. These consultants, who shall serve as Special Government Employees, shall be appointed for an intermittent time to work specific Board-related efforts.

Board members and consultants shall, with the exception of travel and per diem for official travel, serve without compensation. However, the Secretary of the Air Force, at his discretion, may authorize compensation to Board members and consultants in accordance with existing statutes, Executive Orders and regulations.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board Members.

- E. Duration of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix, as amended.
- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date this Charter is filed whichever is sooner or unless it is extended by the Secretary of Defense.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$2.95 million. The estimated annual personnel costs to the Department of Defense are 13 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- J. Charter Filed: